

## QUESTIONS AND ANSWERS ABOUT THE SUNSET REVIEW PROCESS AND THIS QUESTIONNAIRE

RESPONSES DUE MARCH 17, 2004

### **What is the Joint Legislative Sunset Review Committee (“Joint Committee”)?**

The Joint Committee is a joint Assembly and Senate Committee of the California Legislature. Its statutory mandate is to review state boards entities, commissions, councils and certain regulatory agencies (“state entities”) periodically to see if they should endure and, if so, under what circumstances.

If the Legislature and the Governor determine that a state entity should no longer exist, it “sunset.” The statutory authority creating the state entity will be repealed or, if the state entity is a creature of regulation, a new state law sunsetting the entity will be enacted. Sometimes, the entity will be re-authorized, but with changes or reforms.

The Chair of the Joint Committee is State Senator Liz Figueroa (D-Fremont).

### **Why is the Joint Committee sending me this questionnaire?**

You are listed as being the appropriate contact person for your state entity. If you are not, please immediately call (916) 324-2506 or email [carlota.gutierrez@sen.ca.gov](mailto:carlota.gutierrez@sen.ca.gov) and provide the name and contact information (a minimum of a current phone number and address is required) of the appropriate contact person.

A new law that went into effect this year expands the jurisdiction of the Joint Committee to embrace more than 400 state entities, and includes the one that you serve on.

The Joint Committee will use your answers to this questionnaire as a part of its periodic review to determine whether or not to sunset this entity by the end of the year.

### **When does a response have to be received?**

Responses are due by March 17, 2004.

### **What happens if no response to this questionnaire is received by the due date?**

The Joint Committee will assume that this state entity is, for all intents and purposes, defunct and it will move to sunset it. It will cease to exist by January 1, 2005.

### **\* Following is the questionnaire**

# **JOINT COMMITTEE QUESTIONNAIRE**

*(Directions on how to email your responses is at the end of the questionnaire)*

- 1. Who appoints members to the entity? Is it the Governor or Legislature or both?**
- 2. What is the citation for the legal authority creating the state entity (e.g.. statute or regulation)?**
- 3. How often is the state entity supposed to meet; and, generally, what kinds of decisions are made by the state entity at these meetings? (Please provide the agendas and minutes of your state entity meetings over the past year.)**
- 4. In the last twelve months, how often has the state entity met?**
- 5. Please provide the names, addresses, and phone numbers of the other members of the state entity beside yourself. Please also confirm your contact information. As well, please specify if there are any vacancies and, if so, how long they have been vacant.**

- 6. In the last twelve months, please list the accomplishments of the state entity. Please include citations to applicable regulations, statutes, opinions, or reports, and provide copies of each when you email, mail and/or deliver your responses.**
- 7. Please provide a list of individuals, including their names, addresses, phone numbers, emails and titles or affiliations, either in government or in the private sector who can knowledgeably discuss the state entity and its accomplishments over the past twelve months.**
- 8. Did the state reimburse the state entity or any appointee for any expenses, pay a per diem to any of its members, or incur any other cost, during the last twelve months in any way associated with this state entity?**
- 9. If so, how much in total for last year? \$\_\_\_\_\_**
- 10. If so, please break down and generally describe how this total sum money was used last year (e.g., per diem reimbursements; salaries; vendors; printing) and why the money was spent. Simple summaries will suffice for this questionnaire.**

- 11. Please identify and list the state entity's sources of revenue for the last year.**
- 12. Please identify and list the state entity's projected sources of revenue and its projected expenditures for the next year.**
- 13. What are the qualifications for state entity members?**
- 14. What are the powers and duties of the state entity?**
- 15. Has the state entity been involved in strategic planning, or in adopting any quality management philosophies and practices?**
- 16. What are the general goals and objectives of the state entity?**
- 17. Has the state entity developed goals and objectives for its particular programs, and also developed a way to measure and report the achievement of these objectives?**
- 18. Does the state entity make use of committees? If so, what are they, what authority do they have and who serves on which committees?**

- 19. Are the committees composed exclusively of state entity members?**
- 20. If not, explain who else serves on these committees and why.**
- 21. How is public participation encouraged at these meetings?**
- 22. For what reasons are closed (or executive) sessions of the state entity held, and what information is made available to the public after closed session is concluded?**
- 23. Estimate how much time is spent by state entity members on activities of the state entity per week over the last year?**
- 24. Please provide a summary of employee position titles, authorized positions, and actual salary expenditures for past year, if the state entity has any full or part time employees. If the state entity paid any independent contractors or vendors in the last year, please name them and how much they were paid and describe what services they provided for payment.**

- 25. Are there any outstanding lawsuits involving the state entity? Please describe the nature of the lawsuit, explain its current status, provide the phone number and name of the state entity's counsel, and provide a copy of the complaint.**
- 26. Has the state entity been involved in litigation of any kind during the last THREE years? If so, please list the case(s) (including case number), describe the outcome of the litigation and specify whether the state entity had to pay any money in damages, settlement or attorneys' fees as a result. Also, please specify who received those monies.**
- 27. What individuals, groups, organizations or other entities originally requested creation of the state entity?**
- 28. Are there any that were opposed? If so, please name them.**
- 29. Are there federal mandates, federal matching funds, or other legal or financial considerations that require the state to continue the state entity? If so, please describe them and provide citations.**

**30. Are there other public agencies, federal, state or local, which perform some or similar duties to that of the state entity? If so, please identify them.**

**31. Please briefly explain why the state entity should not sunset.**

***Thank you for taking the time to respond to this questionnaire.  
To email your responses, please follow these instructions:***

- ***Press Control A on your keys to highlight the entire questionnaire***
- ***Once highlighted, go to Edit on your toolbar and press copy to copy the highlighted area***
- ***Once you have copied the questionnaire, open a blank email***
- ***Go back up to Edit on your toolbar and click on paste to copy the entire questionnaire into the email***
- ***Once you have responded to the questions on the questionnaire, email to [carlota.gutierrez@sen.ca.gov](mailto:carlota.gutierrez@sen.ca.gov).***
- ***Click send***

***Thank you***